COFRS

Colorado Financial Reporting System

EZDOC Functions & Commands Quick Reference

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COFRS Main Menu

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   CCCCCCCCCCCCCCCCCCCCCCCCC
    CCCCCCCCCCCCCCCCCCCCCCC                                          (TR)
      CCCCCCCCCCCCCCCCCCC        COLORADO FINANCIAL REPORTING SYSTEM

          (1)             1. MTI   2. DDM     3. RDS   X. EXIT
      COMMAND:  X
```

1. COMMAND

Enter one of the following commands:

   1 - Display the GMSS screen; access COFRS tables or
           documents.
   2 - Display the SUSF table; access COFRS documents.
   3 - Report distribution (INFOPAC)
   4 - Exit COFRS.

Table Action Line

```
       (1)        (2)         (3)              (4)        (5)
ACTION: .  SCREEN: ....  USERID: ........       ../../..  ..:.. .M
```

1. ACTION   Enter an action from the MTI Commands list on
             pages 3 - 4.

3. USERID   Enter the table acronym. See *COFRS Tables and
             Transactions Quick Reference* for table acro-
             nyms.

3. USERID   The TOP SECRET User ID is displayed.

4. DATE   The current date is displayed.

5. TIME   The current time is displayed. This field is updated
             only when ENTER is pressed.

EMEX Table

```
ACTION: R  SCREEN: EMEX USERID: ..........
           E R R O R   M E S S A G E   E X P L A N A T I O N

ERROR CODE= BDABE        ERROR MESSAGE: CANT ADD/CHANGE SUMMARY RECS
THE (A)DD, (C)HANGE AND (D)ELETE ACTIONS CANNOT BE PERFORMED
ON SUMMARY RECORDS.  (A SUMMARY RECORD IS ANY RECORD WITH AN
ASTERISK '*' IN ANY POSITION IN THE "FUNDING SOURCE TYPE",
"AGENCY", "FUND" AND "REVENUE SOURCE CODE" FIELDS.)
```

The EMEX table also holds
documentation for COFRS error
messages. To view a description
of an error message in EMEX,
place the cursor on the error
message in the document or ta-
ble and press <Enter>.

When you have finished viewing
EMEX, enter 'E' (Exit) in the Ac-
tion field and press <Enter> to
return to the prior document or
table.

HELP Table

The HELP table also contains the descriptions of the fields on COFRS tables and transactions. To display information about a particular field, enter the transaction code or table acronym in the CATEGORY field and the first few characters of the fields name in the TOPIC field.

The HELP table holds the contents of the *COFRS Error Messages* Manual. To view the documentation for an error message, enter 'E' in the CATEGORY field and the error code in the TOPIC field.

```
ACTION: R  SCREEN: HELP USERID: ........
CATEGORY: E        TOPIC: S250E

    S250E ==> INCORRECT TOTAL INVOICE AMOUNT

    THE "TOTAL INVOICE" FIELD MUST EQUAL THE SUM OF THE "TOTAL LINES",
    "FREIGHT" AND "TAXES" FIELDS.
```

```
ACTION: R  SCREEN: HELP USERID: ........
CATEGORY: PCG1     TOPIC: LN

    PCG1 TABLE ==> LN (REFERENCE LINE NUMBER)

    REQUIRED IF THE "RX REFERENCE TRANSACTION FIELD IS BLANK. ENTER
    AN OPEN COMMODITY LINE NUMBER FROM THE ORQC TABLE.
```

MTI Commands

Action	Name	Description
A	Add	Add record(s) displayed on the screen to the table. Any record whose first character is a space will not be added to the table.
B	Back	Go back to the screen you just leafed from. Use this action only after performing a Leaf action. The Back action may be repeated up to 6 times to retrace a "leafing chain" created by the Leaf action (see).
C	Change	Change record(s) displayed on the screen to the values currently displayed. Key fields and system-maintained fields may not be modified by this action. Any record whose first character is a space will not be changed.
D	Delete	Delete record(s) displayed on the screen from the table. Any record whose first character is a space will not be deleted.
E	Exit	End the MTI session, return to the COFRS Front End Screen. If you transferred to another MTI session using the Z (Zoom), 'E' returns to the previous session. If you transferred to MTI from a document using Z (Pause) or ? (Help), 'E' returns to the document.
F	Forward	Go forward one screen in a leafing chain (opposite of Back action). Use this action only after performing a Back action.
G	Get	Display the requested record(s). Enter the key fields of the record(s) to be displayed before pressing ENTER.
H	Help	Leaf to the Help Table (HELP). Use the Back action to return to the table from which you accessed the Help Table.
L	Leaf	Go to the (leaf-to) table specified in the SCREEN field and scan for the record most closely related to the displayed record on the old (leaf-from) table. If the SCREEN field is not changed, the Leaf transfers to a default leaf-to table (specified by COFRS). After a Leaf, use the Back action to return to the table from which you leafed. **NOTE:** Certain tables do not support leafing. If a "HEADER CHANGE" or "LINE NOT FOUND" message appears, check the key fields to be sure the correct record is displayed.

MTI Commands (Continued)

Action	Name	Description
M	Messages	Displays additional error messages. MTI automatically places an 'M' in the ACTION field if more error messages exist than can be displayed at one time on the screen.
N	Next	Transfers to the table specified in the SCREEN field.
O	Override	Use after a failed (A)dd to override a *L006 ADD KEY FOUND message or after a failed (C)hange to override a *L020 MUST GET LINE BEFORE UPDATE message. Adds or changes the record.
P	Pause	Suspend the current MTI session and go to COFRS Front End Screen. You may then exit COFRS. The current screen is saved and redisplayed when you return to MTI.
R	Refill	Follows a (S)can action; displays the next screen of record(s) in the table.
S	Scan	Display record(s) on the current table. Enter the key fields to specify the point at which to begin the scan. If the key fields are empty, the scan begins with the first record in the table.
T	Top	Start a (S)can on the first record in the current table.
X	Partial Clear	Clear the screen except for fields needed to leaf to other tables.
Y	Full Clear	Clear all fields on the screen.
Z	Zoom	Transfer from one MTI session to another by suspending the current session and initiating a new one. You may add, change or delete records and view different tables while in the new session. When you (E)xit the new session, you return to your previous MTI session rather than leaving MTI. The screen will appear exactly as you left it. Perform any MTI action to "bring in" the effects of any changes you made in the other MTI session.
<	Previous	Use after (S)can or (R)efill to redisplay screen last displayed. May be used up to five times in a row, as five prior screens are saved by COFRS. This function works only within a single table.
>	Next	Opposite of the < (Previous) action. Use after < to display next screen.

NOTE: No action is performed until the ENTER key is pressed.

DDM Functions (continued)

Function	Name	Batch or Document Status		
		New	Edit	Accepted
UD	Undelete Document		☺	
UDB	Undelete Batch		☺	

UD or UDB changes the status of a deleted document or batch to *Held*. The document or batch must still be present on the SUSF table.

Function	Name	Batch or Document Status		
UA	Unapprove Document		☺	
UAB	Unapprove Batch		☺	

UA or UAB remove the user's approvals from a document or batch.

Function	Name	Batch or Document Status		
X	Discard Work	☺	☺	

If a document has **never** been saved, X completely deletes it through a two-step process:

1. Enter X to delete the document. A blank document is re-displayed with an error message.
2. Enter E to return to SUSF. This removes the document and document number from the SUSF table.

If the document has already been saved, X discards all work since the last time the document was saved. The document is re-displayed with the last saved data.

Function	Name	Batch or Document Status		
Z	Zoom	☺	☺	☺
Z *xxxx*	Zoom to *xxxx* Table	☺	☺	☺

Z pauses out of DDM and displays the SUSF table.

Z *xxxx* pauses out of DDM and displays the specified table. For example Z AGCY displays the Agency Table.

When you (E)xit MTI, you return to the document you paused out of.

Function	Name	Batch or Document Status		
?	Help	☺	☺	☺

? is used to leaf to the HELP Table. To return to the document, either E(xit) or P(ause) out of MTI.

<div style="display:flex">

DDM Functions (continued)

Function	Name	Batch or Document Status		
		New	**Edit**	**Accepted**
R	**Run Document**	☺	☺	
RB	**Run Batch**	☺	☺	

R submits a document for immediate processing. Accepted documents and batched documents with a *Rejct* batch header may not be processed.

RB submits a batch for immediate processing. If the batch header passes edits, its status is changed to *Accpt* and all documents are submitted for edit and update processing. If the batch header does not pass edits, its status is changed to *Rejct* and documents are submitted only for edit process-ing as in the QB function above.

S	**Schedule Document**	☺	☺	
SB	**Schedule Batch**	☺	☺	

S schedules a document for overnight processing and closes the document or batch. Accepted documents and batched documents with a *Rejct* batch header may not be scheduled.

SB schedules a batch for overnight processing and closes the batch. The batch header status is changed to *Accpt* and the status of *Sched* documents is changed to *Bschd*. Batched documents with a *Rejct* or *Held* status retain that status and will not be processed.

See the RB function for further information about batch proc-essing.

SA	**Save Work**	☺	☺	

SA saves a new document or batch header and changes its status to *Held*. In contrast to the H action, the document re-mains open.

SA also saves changes in an existing document or batch. Saving a batch header changes its status to *Held* and changes scheduled documents to *Bheld*. *Rejct* documents in a batch that have not been modified remain in *Rejct* status.

TX	**Text**	☺	☺	

TX leafs to the text table associated with this document. En-ter 'Y' or 'S' in the TEXT field, position the cursor on the as-sociated detail line, and press ENTER. If the cursor is in the header, the text is associated with the entire document. **NOTE**: See EPS documentation for more information.

T	**Top Document**	☺	☺	☺
TB	**Top Batch**	☺	☺	☺
TL	**Top Line**	☺	☺	☺

T displays the document header. TB displays the batch header. TL displays the first detail line in the document.

Document Suspense File (SUSF)

```
ACTION: .  SCREEN: SUSF USERID: ........              ../../..  .:.:.:.. .M
           (1)                    (2)
FUNCTION: ...............  ORG: ...

                    D O C U M E N T   S U S P E N S E

S       BATCH             DOCUMENT                              PROCESS
E  --------------- ---------------------         LAST    LAST    DATE
L  TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV   DATE    USER   (YYMMDD)
-  ---- ---- ------ ---- ---- -----------  ----- -----  ------  ------- --------
     (3)  ...  ......    (4)  ..  ............   (5)                       (6)
(7)..  ...  ......     ..   ..   .             .....                     ......
.   IN  HAA  FB1231   .   .    .              ACCPT 00000 000101 $DL00   ......
.   IN  HAA  FB1231   IN  HAA  FB-12310000    ACCPT 00000 000101 $DL00   ......
.   IN  HAA  FB1231   IN  HAA  FB-12310001    ACCPT 00000 000101 $DL00   ......
.   IN  HAA  FB1231   IN  HAA  FB-12310002    ACCPT 00000 000101 $DL00   ......
.   IN  HAA  FB1231   IN  HAA  FB-12310003    ACCPT 00000 000101 $DL00   ......
.   IN  HAA  OB0101   .   .    .              ACCPT 00000 010101 $DL00   ......
.   IN  HAA  OB0101   IN  HAA  OB-01010000    ACCPT 00000 010101 $DL00   ......
.   .   .    .        IN  IBB  00206-1        ACCPT 00000 000101 $DL00   ......
.   .   .    .        IN  IBB  99206-1        ACCPT 00000 000101 $DL00   ......
```

1. FUNCTION Enter any function from the SUSF Functions list on pages 6 - 7.

2. ORG Leave blank unless required by agency security. Enter a code from the ORGN Table.

3. BATCH For a batch or a single document in a batch, enter the ID of the batch. Leave blank for an unbatched document.

   - Type - 2 character document code
   - Agency - 3 character code from AGCY table
   - Number - 6 characters, must be unique

4. DOCUMENT For an unbatched document or one document in a batch, enter the ID of the document. Leave blank for an entire batch.

   - Type - 2 character document code
   - Agency - 3 character code from AGCY table
   - Number - 11 characters. Enter '#' to have COFRS assign a number to a new document. For an existing document, enter the previously assigned document number.

5. STATUS Optional. Enter a status code and perform a (S)can action to view only batch headers and documents with the specified status.

6. PROCESS DATE Optional. Using a *CD* function, enter a future date when the document should be processed.

7. SEL May be used with all functions except (I)nsert. En-ter an X next to the batch or document to apply the function to. The **SUSF Functions** list on pages 6 - 7 indicates whether multiple batches and docu-ments can be selected for a function.

</div>

SUSF Functions

FUNCTION	RESULT	Single/ Multi
blank	If the ACTION field is (S)can or (R)efill, scan or refill the SUSF table. If the Action field is (S)can and the cursor is on a detail line or a detail line has been selected (X), (G)et the document or batch header (see below).	S
A (Approve)	Apply approvals to a batch or document.	M
C (Copy)	Copy a document to a new document. The Document (4) field is required. Batch headers may not be copied. To copy a batch of documents to a new batch, create the batch header through the NEW action, place it on hold, and copy documents into it.	S
CD (Change Date)	Update the Process Date field to the displayed value on a batch or document. The Process Date (5) field is required.	M
D (Delete)	Delete a batch or document. It will be deleted from SUSF in the next nightly cycle.	M
F (Free)	Override the "DOCUMENT IN USE" message. (Make sure no other user is accessing the batch or document before using this function.)	M
G (Get)	Edit an unaccepted batch or document or scan an accepted batch or document. A deleted batch or document cannot be opened using this function.	S
H (Hold)	Change the status of a batch or document to HELD.	M
I (Insert New)	Create a new batch or document and open it for data entry. The Batch (3) and/or Document (4) field is required.	Lv blnk
O (Over-ride)	Apply overrides to all errors in a batch or document.	M
Q (Quick Edit)	Quick edit a batch or document online.	S
R (Run)	Process a batch or document online in foreground.	
S (Schedule)	Select a batch or document for overnight processing.	M
SC (Scan)	Browse a batch or document. The batch or document must be marked with an 'X' in the Sel (7) field.	S

DDM Functions (continued)

Function	Name	Batch or Document Status		
		New	Edit	Accepted
N	Next Document	☺	☺	☺
\<Enter\>	Next Screen	☺	☺	☺
+	Next Line	☺	☺	☺
+ n	Next Line n	☺	☺	☺

N displays the first screen of the next document in a batch. Pressing <Enter> scrolls through the document or batch screen by screen. **+** displays the next detail line in the document. **+** followed by a space and a number (*n*) scrolls the display *n* detail lines forward (down).

You can also type NL in place of **+**.

Function	Name			
O	Override Document		☺	
OB	Override Batch		☺	

O applies the user's override authority to the document. OB applies the user's override authority to the batch header.

Function	Name			
P	Previous Document	☺	☺	☺
PS	Previous Screen	☺	☺	☺
-	Previous Line	☺	☺	☺
- *n*	Previous Line #	☺	☺	☺

P displays the first screen of the previous document in a batch. PS scrolls one screen up in the document or batch. **-** displays the previous detail line. **-** followed by a space and a number scrolls *n* detail lines up in the document.

You can also type PL in place of **-**.

Function	Name			
Q	Quick Edit Document	☺	☺	
QB	Quick Edit Batch	☺	☺	

Q quick-edits a document. Accepted documents and documents in a rejected batch will not be edited. If a document passes quick edit, the status is changed to *Pendn*; otherwise it is changed to *Rejct*.

QB quick edits the batch header. If the batch header passes quick edit, its status is changed to *Accpt*; otherwise it is changed to *Rejct*.

If the batch header passes edit, all non-*Held* documents are also edited to either *Pendn* (no errors) or *Rejct* status. If the batch header is rejected, all non-*Held* documents are edited to either *Brjct* (no errors) or *Rejct* status.

DDM Functions (continued)

Function	Name	Batch or Document Status		
		New	Edit	Accepted
G	Get Document	☺	☺	☺

G displays the document identified in the BATID and/or DO-CID field. If the current document has never been saved or has unsaved changes, COFRS will prompt the user to save (H or Q or SA) or discard (X) the document or changes before displaying the requested document.

Function	Name			
H	Hold Document	☺	☺	
HB	Hold Batch	☺	☺	

H changes the status of a document to *Held* and closes the document or batch. Accepted documents cannot be placed on Hold. A batched document with *Held* status will not be edited by the QB action and will not be processed by the SB or RB action.

HB changes the status of the batch to *Held* and closes the batch. It also changes the status of any document with *Sched* status to *Bheld*.

Function	Name			
I	Insert New Document	☺	☺	☺
IL	Insert Line	☺	☺	

I displays a blank document or batch header, allowing the user to begin data entry on a new document or a new batch. The DOCID field is required; the BATID field is optional. If the current document has never been saved or has unsaved changes, COFRS will prompt the user to save (H or Q or SA) or discard (X) the document or changes before proceeding.

IL inserts a detail line immediately following the detail line where the cursor is located. If the cursor is not on a specific detail line, COFRS adds a line just before the first line displayed on the screen.

Function	Name			
M	More Errors	☺	☺	☺

M is automatically displayed by COFRS if there are more errors than can be shown on one screen. Press <Enter> to view the additional errors.

Place your cursor on the error message and press <Enter> to view the documentation for that error on the EMEX table.

SUSF Functions

FUNCTION	RESULT	Single Multi
UA (Un-approve)	Remove approvals from a batch or document.	M
UD (Un-delete)	Restore a deleted batch or document to HELD status. The batch or document must be listed on SUSF.	M
UO (Un-override)	Remove overrides from a document.	M

Generation Table Functions
(Use with 'A' (Add) in the Action field)

FUNCTION	RESULT
Edit (Q)	Edit generates the transaction and quick edits it. The screen leafs to the transaction in DDM to view the results of the quick edit.
Hold (H)	Hold generates the transaction, placing it on hold in SUSF. The generation table remains displayed.

Status Codes for SUSF and DDM

ACCPT - This status indicates that a document passed both edit and update processing, and tables and ledgers are updated. For a batch header, this status indicates that it passed edit processing. Once a batch header attains *Accpt* status, it is never re-edited; it retains *Accpt* status unless its status is changed to *Held* or *Sched*.

BHELD - The batched document was previously scheduled. It is part of a *Held* batch.

BSCHD - The batched document was previously scheduled. It is part of a *Sched* batch.

BRJCT - The batched document was previously scheduled. It is part of a batch with *Rejct* batch header, and will not be processed.

DELET - The document or batch has been marked for deletion from SUSF.

HELD - The batch or document was held. It will not be processed until you change the status.

PEND*n* - The document has passed edits, but requires *n*th level approval. If more than one level of approval is needed, only the lowest approval level is shown.

REJCT - The batch header or document did not pass edits and was rejected due to errors.

SCHED - The batch or document is scheduled for offline processing.

Document Action Lines

```
        (1)                    (2)                   (3)
FUNCTION: ............ DOCID: .. .... ...........  ../../..  ..:..:... .M
        (4)                    (5)              (6)      (7)
STATUS: .....      BATID: .. ... ......   ORG: ...    ...-... OF ...
```

1. FUNC-TION   Enter the processing action for this document or batch. Refer to the DDM Functions list on pages 9 - 13.

2. DOCID   Usually system-maintained. Enter a document ID only in conjunction with the GET and NEW functions:

- Document type - 2 characters (PO, PV, etc.)
- Agency ID - 3-character code from AGCY table (CAA, IHA, VAA, etc.)
- Document number - 11 characters. Enter '#' to have COFRS assign a number to a new document. For an existing document, enter the previously assigned document number.

3. DATE/ TIME   The current date and time are displayed. This field is only updated when <ENTER> is pressed.

4. STATUS   The status of the document and batch are displayed. See the **Status Codes** list on page 7.

5. BATID   Usually system-maintained. Enter a batch ID only in conjunction with the Get or New functions. The batch ID is displayed:

- Document code - 2 characters
- Agency code - 3-character code from AGCY table
- Batch number - 6 characters, alphanumeric

6. ORG   If required by agency security, enter a code from the ORGN table.

7. LINES   These fields only appear on screens with detail lines. The first line number displayed on the screen, the last line number displayed, and the total number of detail lines in the document are shown. The display is updated when a Save or Quick Edit is performed.

DDM Functions

Function	Name	Batch or Document Status		
		New	Edit	Accepted
A	Approve Document		☺	
AB	Approve Batch		☺	
A?	Show Approvals	☺	☺	☺

A applies approvals to a document at all levels the user is authorized to approve. AB applies approvals to the batch header. A? displays the approval status of a document.

Function	Name	New	Edit	Accepted
B	Bottom Document	☺	☺	☺
BB	Bottom Batch		☺	☺
BL	Bottom Line	☺	☺	☺

B displays the last screen in a document. BB displays the first screen of the last document in a batch. BL displays the last detail line on a document.

Function	Name	New	Edit	Accepted
CL	Copy Line	☺	☺	

CL copies the detail line where the cursor is located. The new line is inserted immediately after the detail line with the cursor.

Function	Name	New	Edit	Accepted
D	Delete Document	☺	☺	
DB	Delete Batch		☺	
DL	Delete Line		☺	

D changes the document's status to *Delet*. DB changes the batch header's status to *Delet*. DL deletes one line at the cursor position.

A deleted batch or document may be "undeleted" with the UD or UDB action if it has not been purged from the SUSF table.

Function	Name	New	Edit	Accepted
E	End/Exit	☺	☺	☺
E *xxxx*	Exit to xxxx Table	☺	☺	☺

E closes the document in DDM and returns to the SUSF table in MTI.

E *xxxx* closes the document in DDM and displays the *xxxx* table in MTI. Typing E again in MTI will display the COFRS Main Menu, not redisplay the document.

COFRS will prompt the user to save or discard the current document before exiting.

Function	Name	New	Edit	Accepted
EL	List Errors		☺	☺

EL displays the next screen that contains an error and displays the error message.

Place your cursor on the error message and press <Enter> to view the documentation for that error on the EMEX table.